



KSIS & More

Training Opportunities

KSIS users training

Please hold the date for two training events. Both events will be available via WebEX for online participation only and will include functionality for participants' dialogue using Go Soapbox or a similar communication tool. More information about the topics that will be covered will be provided soon.

Nov. 20 – Special Topics

Jan. 7. – Midyear training

Fall 2014 Kentucky User Group meetings

This series began Sept. 16 and groups have already met in Dawson Springs, Leitchfield, Campbellsville and Louisville. All sessions cover the same topics and offer five hours of EILA credit for participation.

Click [here](#) for the agenda. Each meeting will begin at 9:00 a.m. and end at 3:00 p.m. (local time). There is no participation charge. To register, contact Campus Client Executive Lisa Rhoton by [email](#) and let her know which session you will attend. See below for the remaining user group meetings.

Tuesday, Sept. 30 – Rockcastle County Schools, Mt. Vernon

Wednesday, Oct. 1 - Breathitt County Schools, Sebastian Middle School, Jackson

Thursday, Oct. 2 - Fleming County Extension Office, 1384 Elizaville Road, Flemingsburg

Friday, Oct. 3 - Scott County, Lemons Mill Elementary, 300 School House Road, Georgetown

Mastering the Fundamentals of Campus II

Infinite Campus is offering Mastering the Fundamentals of Campus II class in Kentucky for the first time. See the class details below.

Monday - Thursday, Oct. 20 - 23

Daviess County Learning Center, 177 Parrish Plaza Drive, Owensboro, KY 42301

The cost is \$750.00 per participant.

To register, click [here](#) and search for CCR-4130 Mastering the Fundamentals of Campus II – Regional.

For more details and a class description, click [here](#).

KSIS-KTS Data Exchange

In preparation for 2014-15 statewide deployment, Area Technology Center (ATC) and Career and Technical Center (CTC) principals and secretaries, and high school schedulers should attend one of the following two-day training sessions. For anyone that cannot attend in-person, KDE will offer all sessions via Lync Online. The session recordings will be available for reference. For more information, click [here](#).

To register, click [here](#). Each day of training will begin at 9:00 a.m. and end at 4:00 p.m. (local time).

Hazard KCTCS, One Community College Drive, Hazard

Nov. 4 & 5

Nov. 6 & 7

Southcentral KCTCS, 1845 Loop Drive, Bowling Green

Nov. 10 & 11

Nov. 12 & 13

Kentucky Transportation Cabinet, 200 Mero Street, Frankfort

Nov. 17 & 18

Nov. 19 & 20

Kentucky Interchange 2014 - Save the Date!

The annual Infinite Campus Kentucky Interchange will take place in Louisville Dec. 8 - 9. More information will be forthcoming and available on the [KSIS Training Web page](#).

Mastering the Fundamentals of Campus *

Infinite Campus is offering Mastering the Fundamentals of Campus class in Kentucky. See the class details below.

Monday through Thursday - 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 12:00 p.m.

Fayette County Schools, 701 E. Main St., Room 305, Annex Computer Lab, Lexington

The cost is \$750.00 per participant.

To register, click [here](#) and search for CCR-4100 Mastering the Fundamentals of Campus II – Regional.

For more details and a class description, click [here](#).

**Infinite Campus must receive a minimum of ten registrations by Oct. 13 to provide this class.*

Restraint and Seclusion changes

Effective July 1, district staff should no longer use the Restraint and Seclusion tab in Campus. System Administrators should [restrict user access](#) for this tab to *read only* as soon as possible. Staff should document Restraint or Seclusion incidents in the Behavior Response section of the Behavior Management tool. Behavior Events resulting in SSP7: Restraint or SSP8: Seclusion should have a Behavior Resolution record and a corresponding Behavior Response record. Refer to the [2014-15 Behavior Data Standards](#) for details on entering this data.

Kentucky Tech System (KTS) data exchange

KDE, in collaboration with vendor partner Infinite Campus, has developed a process to securely transfer student enrollments between the student's high school and technical center. The data exchange streamlines processes, eliminates the need for trading email and paper reports between schools, and minimizes dual data entry.

Participating home high schools can run real-time attendance reports that reflect attendance entered by the technical school into KSIS. Additionally, the nightly data exchange process posts students' technical school grades to the appropriate high schools, allowing for athletic eligibility determinations, and posting of both high school and tech

school grades on students' report cards and transcripts.

With access to student information in Campus, participating technical schools can fully utilize both KSIS and the Continuous Instructional Improvement Technical System (CIITS) in their classrooms.

In preparation for statewide deployment, KTS principals and secretaries, and high school schedulers should attend one of the six training sessions KDE has scheduled in November in various locations across the state. Please see the training schedule on page 1 in this edition of KSIS and More.

For more information about this initiative, please visit the new [KSIS-KTS Data Exchange Web page](#).

New ACT assessment scores template

Effective Oct. 6, a new test template, ACT-M (KY_State-allowed_Jr) will be available in the Campus (District Edition) Assessment module under Test Setup. The template will include assessment scores of students who received accommodations when they took the ACT test in their junior year of high school.

KDE will only publish the junior year ACT scores to those districts

that have previously requested KDE to publish the scores to their respective sites.

The scores published in the ACT-M (KY_State-allowed_Jr) template will be tracked separately and are not considered officially approved by ACT. Districts may access the scores for internal use; however, the scores cannot be used on transcripts or shared.

Kindergarten screening update – goal to increase reported prior-settings

Brigance season is in full swing with screening and data entry efforts taking place across the state. Please remember that one of the goals is to increase the number of prior-settings reported this year. To assist in monitoring the progress of prior-setting data entry, two ad hoc reports are now available in Campus. The reports are accessible in the State Published Filters folder. The filter titles are Early Learning Prior Settings and Kindergarten Missing Prior Settings. Please check the status of prior-setting data entry at each school in your district and follow-up if you see a high percentage of students with missing prior-setting data.

Monitoring state assessments and interventions using the Benchmark report

Have your students met benchmark on their state assessments? Are students who did not meet benchmark receiving intervention services? KDE has created an Infinite Campus report that can help administrators answer these questions. The Benchmark report shows students' longitudinal results on major assessments by content area. You may run the report for English, mathematics, reading, or science. If the student has state published scores for the selected content area on these assessments: K-PREP (grades 3-8), EXPLORE, PLAN, ACT, COMPASS and KYOTE, the scores will be reported. If multiple scores exist for ACT, COMPASS and KYOTE, the Benchmark report lists the highest scale score. If multiple scores exist for K-PREP, EXPLORE or PLAN, the Benchmark report lists the most recent scale score. Since the Kindergarten Readiness assessment is not content specific, it runs as a separate selection.

The Benchmark Met column will report Met or Not Met based on the results of the most recent assessment for K-PREP, EXPLORE and PLAN. If the benchmark has been met on any ACT, COMPASS or KYOTE assessment, the Benchmark Met column will report Met.

Students who have not met benchmark on their most recent assessment should be receiving intervention services. If the PLP Intervention tab has current data for the selected subject, the Intervention column will show "Active" or "Multiple" if multiple records exist. If the intervention service has ended, the student service results will show.

The Benchmark report includes data for identifying gap groups. Therefore, KDE recommends only assigning tool rights to school administrators. Since the Benchmark report produces a CSV file, principals can easily remove sensitive demographics information before sharing data with teachers. **Remember, never send student level data via email and always store it securely.**

Civil Rights Data Collection (CRDC) update

This year, to reduce the data burden on districts and schools, OCR is allowing states to pre-populate data where possible based on data collected at the state level on behalf of the local education agencies (LEA). LEAs are responsible for verifying, approving and certifying their data within the CRDC, including the data provided by the state on the LEA's behalf.

In preparation for this initiative, KDE developed a query that will extract data from the Kentucky Student Information System (KSIS) and other major enterprise systems. The data extract will collect 75 to 85 percent of the data elements required for schools and about 50 percent of the data elements required for districts.

KDE has also published the [KSIS-CRDC Web page](#) to help schools and districts fulfill their roles and responsibilities by consolidating CRDC requirements, guidance, and

other useful information. Bookmark and visit the page often for updates.

KDE will continue to send email communications to CRDC coordinators to highlight resources available to LEAs and to address topics of interest. Please verify that your district has established a CRDC coordinator through your WAAPOC and the Person Role Manager application.

Phase 1, directory validation, has been completed by all districts; however, Phase 2, the Federal Civil Rights Data Collection, is running almost three weeks behind schedule, meaning OCR's opening of the submission system will occur no earlier than late October. The due date for final CRDC submissions, is now estimated to be January 2015.

For more information or if you have any questions about KDE's assistance with the CRDC data collection please feel free to contact [Lynn Botula-Griffith](#).

Have your student enrollments synchronized to State Edition?

Have you checked to see if your enrollments have synchronized to State Edition? You may be asking yourself, "Why does it matter if my enrollments sync?", "How do I check to see if they have synced?" or "How do I fix it if they did not sync?"

It is very important for every enrollment to synchronize to State Edition. The student locator uses State Edition to determine from which district to request records. If the enrollment is not in State Edition, the system cannot transfer student records. In addition, testing rosters are pulled from State Edition. Having student data prepopulated on test booklets helps assure data quality. If the enrollment is not synchronized before test results are back, KDE cannot push that student's scores down to the district and the scores will not be in CIITS.

The State Enrollment Verification report (*PATH: Student Information > Reports > State Enrollment Verification Report*) lists any enrollments that are in District Edition but not in State Edition, or any that are in State Edition that are

not in District Edition. It also lists any enrollment that has different values in State- and District Edition. Enrollments in State Edition that do not exist in District Edition are usually the result of a delete not synchronizing to the State Edition. Contact Steve Young by [email](#) if the enrollment should be deleted from State Edition.

Enrollments missing in State Edition can be manually synchronized to State Edition using the selective sync tool in Infinite Campus. (*PATH: System Administration > Data Utilities > Selective Sync tab*). You may need to synchronize the student's demographic information before synchronizing the enrollment.

To synchronize demographic data you will need the person ID found on the Demographic tab, *PATH: Census*. The Enrollment ID is used to synchronize the enrollment. It is displayed on the State Enrollment Verification Report. If the enrollment fails to synchronize using the selective sync tool, submit a support case to Infinite Campus to have them assist with synchronizing the data.

Oct. 1 deadline for indicating Intent to Graduate Early

The deadline for uploading an Early Graduation Intent Form to the ILP and flagging the student in Infinite Campus is Oct. 1 for the current academic year. Users can find detailed instructions for entering the Intent Form and flagging the student in Campus in the guidance document on the [Early Graduation webpage](#).

Early Graduation has been getting steady attention from Kentucky students, parents, counselors, principals and higher education admissions officers. Senate Bill 61 passed in 2013 and enacted this academic year, offers high school students the opportunity to demonstrate proficiency and move on to college when ready in three years or less. Students who complete the Early Graduation pathway receive a one-time scholarship and may receive four years of KEES money.

Student Voice preparation

The assignment of tool rights for Student Voice reports and assigning survey types (if desired) should begin on Oct. 10. Please check the [Student Voice Webpage toolkit](#) regularly for new items. If you cannot find the information you need, email [Jeffrey Coles](#).

Districts should ask students to test their usernames and passwords by logging in to Infinite Campus sometime in October. Guidance for completing this task is located in the [Student Voice Webpage toolkit](#) under Administrator 2014-15, "Preparing Campus Portal."

Additionally, plans should be in place for addressing students' forgotten or lost passwords. (September preparation for the Student Voice survey included districts creating usernames and passwords for students.)

October is National Cyber Security Awareness Month 2014

KDE encourages schools and districts to join in observing National Cyber Security Awareness month by focusing on a very important topic - data security. As we become more interconnected and sharing information becomes easier, it is vital for everyone to know the risks and his/her role in securing and protecting personal and confidential data.

In early October, KDE will publish, on the [KDE](#)

[Data Collection, Use & Privacy Web page](#), educational materials to help KDE staff understand that data security is a shared responsibility for everyone. Materials will cover the laws pertaining to personally identifiable information (PII), how to securely store PII, how and when to share PII, and what to do in case of a data breach. Please feel free to use these resources with staff in your district.

Intervention is required for SY 2014-15

This is a reminder that the KY ILP is a legislated, required annual process for all students in grades 6 and up. The new Infinite Campus Intervention tab is required for use in some situations as detailed in the June [KSIS and More](#) newsletter. Schools that use the new IC Intervention tab to create student intervention plans do not need to duplicate those plans in the KY ILP.

Dropout, Retention and Transition reporting

Dropout, retention and transition are now individual reports in Infinite Campus located under KY State Reporting. The following chart provides important information regarding these data collections.

| State Report | Begin testing and cleaning up data | All changes must be completed in IC | Data extracted from IC State Edition | KDE Office responsible for data collection | KDE Contact |
|--------------|------------------------------------|-------------------------------------|--------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Dropout* | October 1 | October 31 | November 1 | Assessment and Accountability (OAA) | Tina Logan 502-564-9853, ext. 4740 David Curd 502-564-9853, ext. 4744 |
| Retention | October 1 | October 31 | November 1 | Next Generation Schools and Districts (ONGSD) | Windy Newton 502-564-4772, ext. 4063 |
| Transition | October 1 | October 31 | November 1 | Career and Technical Education (OCTE) | Kiley Whitaker 502-564-4286, ext. 4217 |

* Dropout data will be loaded to the Student Data Review and Rosters (SDRR) application for data review. Requested data exceptions, such as change of accountability to state, will be handled through SDRR change requests. Districts will conduct a final review of dropout data prior to finalization of data by KDE. The actual dates for that review will be established and communicated through the Monday district assessment coordinator's (DAC) email from the Office of Assessment and Accountability (OAA).



CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

New CIITS roles - CIITS District Leader Evaluator and CIITS School Leader Evaluator

Two new CIITS roles are now available in Infinite Campus district sites—CIITS District Leader Evaluator and CIITS School Leader Evaluator. The roles provide a CIITS user with permissions to view *leadership* Self-Reflections and view and approve *leadership* Professional Growth plans.

CIITS District Leader Evaluator - Assign this role to a superintendent designee who will be conducting principal evaluations in all schools in the district. Assign this role only at the district office.

CIITS School Leader Evaluator - Assign this role to a superintendent designee who will be conducting principal evaluations in select schools in the district. Assign this role only at the school(s) where the person will be conducting the principal evaluation.

OPGES in the pilot year

The Professional Growth and Effectiveness System (PGES) pilot for Other Professionals (OPGES) is currently underway. Other professionals include certified individuals in these positions: school guidance counselors, library media specialists, school instructional specialists/coaches, school psychologists, and therapeutic specialists.

The Other Professional PGES sources of evidence are available to non-pilot participants during the pilot year. For Other Professionals who are not participating in the pilot and wish to receive access to the Educator Development Suite (EDS) sources of evidence during the pilot year, set up the Other Professional as defined on the [Setting Up Other Professionals in Infinite Campus Quick Reference Card](#).

Things to remember:

- All Other Professionals who will participate in OPGES must have an active district assignment record in Infinite Campus at the school in which they will be evaluated.
- Other Professionals listed as the primary teacher or contributing professional on a course/section will receive the Teacher role in addition to the Staff role in CIITS. To access the framework associated with their OP job category, it is necessary to ensure the user selects their default role as Staff for the school in which they will be evaluated. More information about setting the default institution is available [here](#).

Self-Reflection Enhancements

On Saturday, Sept. 6, Pearson applied an update to CIITS that enhanced functionality in the Self-Reflection tool. The update was applied to address users' issues with saving data when completing their Self-Reflections. Pearson added the following enhancements to ensure Self-Reflection data is saved:

- Added auto-save functionality to the Self-Reflection tool to automatically save all changes made to the Self-Reflection (i.e. comments/notes and ratings entered for each domain and component). The auto-save feature will save data every 15 seconds to ensure the changes users make are recorded.
- Renamed the "Close" button previously used in Self-Reflections (in the upper right corner) to "Save & Exit." When clicked, all data currently in the Self-Reflection is saved and the user is returned to the EDS Dashboard screen.
- Renamed the "Submit Final" button to "Submit Self-Reflection."

While the process for completing Self-Reflections has not changed, these enhancements will provide a more positive user experience and prevent the potential loss of data when completing Self-Reflections.

KDE appreciates users' feedback as we continue efforts to ensure a positive CIITS experience for Kentucky educators.

ARE YOU SOCIALLY CONNECTED TO KDE?



KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."



CIITS News You Can Use

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Report bank

School and district leadership can access reports added to CIITS for Students with Disabilities (SWD), Gifted and Talented (GT), Limited English Proficiency (LEP) and Kindergarten by going to **School & District Data → Report Bank**. Reports will be under the following categories:

- **KPREP End-of-Course Reports**

- 2012-2013 GT K-Prep EOC (Alg. II and Eng. II)
- 2012-2013 SWD K-Prep EOC (Alg. II and Eng. II)
- 2012-2013 LEP K-Prep EOC (Alg. II and Eng. II)

- **KPREP/ALT-KPREP Reports**

- 2012-2013 Alternate K-Prep AT
- 2012-2013 Alternate K-Prep TAR
- 2012-2013 GT K-Prep (Math and Reading)
- 2012-2013 SWD K-Prep (Math and Reading)
- 2012-2013 LEP K-Prep (Math and Reading)

- **Uncategorized Reports**

- 2013-2014 Brigance Kindergarten Readiness
- 2013-2014 Self Help/Social Emotional Screeners

Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data

David Couch, Associate Commissioner – DeDe Conner, Director – Linda Burton, Assistant Director

Lynn Botula-Griffith – Raymond Carter – Tanya Fluke – Nick Gustin – Maritta Horne

Becky Jenkins – Candy Johnson – Lisa Keeter – Lyndsey Robinson